FOXBOROUGH PLANNING BOARD REQUEST FOR PROPOSALS COMPLETION OF MASTER PLAN

AUGUST 4, 2014

INTRODUCTION

The Town of Foxborough Planning Board (referred to as "the Board") seeks to engage a planning consultant (referred to as "the consultant"), for the purpose of completing the Town's Master Plan.

Foxborough last adopted a Master Plan in 1971 and since 2012, has completed various elements and portions of a new Plan. The following chapters have been completed by a multidisciplinary team led by Kathleen McCabe of McCabe Enterprises of Boston. This RFP is being issued because the work has been funded and completed in phases, the requested work being the final phase.

- Downtown Strategy
- Economic Development
- Agriculture
- Community Facilities
- Transportation
- Natural and Cultural Resources
- Services and Facilities
- Current Land Use

These chapters/sections remain to be completed:

- Future Land Use, with particular emphasis on the Rte. 1 corridor
- Vision/Goals and Objectives
- Implementation Plan
- Design metric/evaluation process to assess plan implementation and success

Also to be included is a public participation process, assistance in plan adoption, and responsibility for outreach and public communication. The work may also include, if appropriate, surveys, focus groups, and public workshops.

The work items must be completed in final draft form and delivered to the Planning Board not later than May 1, 2015.

COMMUNITY CHARACTER

Foxborough is a town in Norfolk County, Massachusetts, United States approximately 22 miles southwest of Boston and 18 miles northeast of Providence, Rhode Island. The population was 16,865 at the 2010 census. The town is the site of Gillette Stadium, home of the New England Patriots of the National Football League and the New England Revolution of Major League Soccer. Adjacent to Gillette Stadium is Patriot Place

comprised of more than 1.3 million square feet of shopping, dining, offices, and entertainment.

Settled in 1704 and incorporated in 1778, Foxborough was named for Charles James Fox, a member of parliament and a staunch supporter of the Colonies prior to the American Revolution. Historically an agricultural and industrial community, Foxborough was composed of small villages until the early 1900s. These included Foxvale/Paineburgh, Quaker Hill in South Foxborough; and Lakeview in West Foxborough. There are over 325 individual structures and sites on the Town's historic inventory, including Memorial Hall, Foxborough State Hospital buildings, and numerous dwellings. There is a historic district in Town.

The 2010 Census showed the community had a population density was 838.9 people per square mile. There were 6,895 housing units at an average density of 343.4 per square mile. Between 2000 and 2010, the percentage of Foxborough's population that identifies themselves as "white" decreased from 97.1% to 92.9%. Of the remaining Townspeople, 1.9% identify as Black or African American, 0.2% as Native American, 3.2% as Asian, 0.01% are Pacific Islander, 0.6% from other races, and 0.54% from two or more races. Between 2000-2010, Town's total population increased by 599 people, but the number of persons under 20 years of age decreased by 166 and persons 65 years old and up increased by 352.

In 2010, there were 6,504 households and 4,492 families, of which 32.0% had children under the age of 18 living with them, 56.0% were married couples living together, 9.6% had a female householder with no husband present, and 30.9% were non-families. 24.7% of all households were made up of individuals and 9.1% had someone living alone who was 65 years of age or older. The average household size was 2.59 and the average family size was 3.15.

The Town has 8.6% of its housing stock certified for inclusion on the Massachusetts Subsidized Housing Inventory. In 2010, 70% of all dwelling units in Town were owner-occupied and in 2009, the estimated the median dwelling unit value was \$329,568 (\$414,376 for detached homes).

AVAILABLE REPORTS

The following reports are available for examination in the Planning Board Office and in most instances on the Planning Board website:

- a. Foxborough Zoning By-Laws;
- b. Downtown Design & Zoning Implementation Committee, Final Report prepared by Timothy D. Higgins, Town Planner, 1996;
- c. Town of Foxborough Special Use (S-1) Zoning District Management Plan, prepared by HMM Associates in association with Edith M. Netter & Association, 1989;
- d. Foxborough Zoning Map and overlay maps, available on-line or for examination at the Planning Board Office;
- e. Downtown Strategy, 2013, prepared by the McCabe Enterprises Team;
- f. Economic Development Master Plan, 2013, prepared by the McCabe Enterprises Team;

g. Master Plan chapters (Agriculture, Natural and Cultural Resources, Community Facilities, Transportation, Services and Facilities, and Current Land Use), 2013, prepared by the McCabe Enterprises Team;

Also on the Town website are the Foxborough Housing Production Plan, 2012, prepared by MAPC and the Town's Open Space and Recreation Plan prepared by the Conservation Commission.

ACCESS TO REPORTS

The Board will make available all relevant public information on file with Sharon Wason, AICP, Town Planner, Town Hall, 40 South Street, Foxborough, MA 02035. Please call (508)543-1250 for an appointment to see the material.

The Consultant shall, to the maximum extent feasible, utilize existing information, reports and studies on file with the Town so as not to duplicate work already done.

SELECTION CRITERIA

The Board reserves the exclusive right to select or reject the Consultant(s) that it deems to be in its best interest to accomplish the Project. The selection of the Consultant(s) will be based on the following criteria:

- a. A clear understanding of the Town's needs, the objective and goals to be achieved, the work involved, and the content of the proposal;
- b. The quality, depth of the experience, expertise of the individuals who will do the work;
- c. Strength in master and comprehensive planning and land use planning;
- d. A background and track record in promoting and sustaining a high degree of participation by the property owners and merchants, active involvement of elected officials, boards and commissions as well as participation by non-governmental groups which must include experience in conducting forums or similar large-scale "brainstorming" sessions;
- e. Success with projects in similar communities including experience in promoting the vision for a master plan;
- f. Quality of the Consultant's technical approach with emphasis on techniques for incorporating the Town's needs and concerns of the public into the Project;
- g. Appropriateness of the Consultant's fee schedule, overall cost and the ability to perform the assigned tasks within the identified time frame and budget;
- h. Appropriateness of the Consultant's organization and team members including the identity, qualifications and competence of the individuals (including subconsultants) who would actually do and/or be responsible for conducting the Project, and the role of each in its completion;
- i. The Consultant's demonstrated ability to prepare and support the Project;
- k. Preference to Massachusetts firms; and
- 1. Other relevant criteria (to be applied uniformly to all respondents).

The Board reserves the right to approve any and all consultants under sub-contract.

Selection will be made on criteria set forth in this RFP. A contract will be negotiated with the selected Consultant. Should agreement not be reached, the Board would then negotiate with the remaining consultants in order of their ranking until a suitable agreement could be reached.

The Board reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate, for any reason, if selection is terminated.

SCOPE OF SERVICE

The Project shall include:

- a. A minimum of three meetings with the Planning Board (evenings)
- b. Public Forum(s) to gather information and present of the Project findings and recommendations,
- c. An Implementation Plan including recommendations and policy directives, identifying any additional studies, provisions, ordinances, or rules and regulations necessary for enacting the Project's recommendations and strategies.
- d. A Future Land Use chapter, including descriptive text, maps, and figures, with particular emphasis on the Rte. 1 corridor.
- e. Development and Refinement of a Town-wide Vision, preparation of overall Master Plan Goals and Objectives.
- f. Identification of benchmarks and indicators to measure effectiveness of adopted plan and design of an evaluation process to assess plan implementation and success and metrics to demonstrate same over time.

SCHEDULE AND FORMAT OF DELIVERABLES

The Consultant shall deliver in hard copy 12 copies of any preliminary drafts, studies, and recommendations and 12 copies of the completed Project. The Consultant shall also deliver draft and final copies of the Project on a CD both in Word format and in a PDF format.

INTERVIEW(S)

The Planning Board may schedule interviews in early September.

PRE-AWARD CONFERENCE

The selected Consultant shall attend a pre-award conference with the Board approximately one week after selection as the successful Consultant. Contract documentation and the selected Consultant's proposal shall be reviewed to assure precise understanding of contract requirements and to review the selected Consultant's proposal to accomplish all tasks.

CONTENTS, REQUIREMENTS AND SEQUENCING OF PROPOSAL SUBMISSION

Proposals must respond in writing to all requirements of this RFP in the order of the items listed below. Responses should reflect detailed consideration of the issues and opportunities presented. Any additional information that is felt relevant by the Consultant but does not apply to the categories listed should be added after the items listed below.

Statement of Project Requirements (not to exceed two pages).

State in succinct terms the Consultant's understanding of what is required by this RFP.

Response to RFP (not to exceed four pages).

- 1. Describe in narrative form:
 - The Consultant's approach to and plan for completion of the Master Plan elements as listed above;
 - The Consultant's approach to ensuring meaningful citizen participation and public input.
- 2. Submit a detailed schedule and timeline for completion of the project.

ATTACHMENTS

Team.

Provide names and complete curriculum vitae for all professional members of the Consultant's and sub-consultant's (if any) team. Each member's educational background shall be provided. Special skills should be summarized, including recent seminars and relevant courses. Identify the person(s) who will be the team leader with ultimate responsibility for the work. Team members must be available throughout the duration of the project to actively participate. The Board desires to obtain a team composed of individuals who will actively participate throughout the duration of the Project, and shall not be replaced without prior agreement of the Board

Similar Experience.

Provide details of experience and past performance of the Consultant and members of the team on comparable work for government entities. This section should cover, as a minimum, the substantive nature of comparable engagements, the experience of particular members of the team in working successfully in matters of similar complexity and the record of the members of the Consultant's team for timely performance. Consultants are requested to give sufficient information of their experience to permit the Town to understand and verify the exact nature of contribution to other projects and entities.

Previous Work in Foxborough.

Disclose and describe any work in Foxborough in the previous five years (at a minimum), including activity or project, client, and pertinent dates.

Competing Commitments.

Consultants shall briefly discuss the means by which adequate and timely attention to this engagement will be assured.

References.

Provide the names, titles and telephone numbers of three persons who can substantiate the Consultant's summary of qualifications and experience relevant to this project. Indicate the linkage between the persons listed and the professional work of the Consultant.

Provide a list of similar projects completed since 2008 with names and telephone numbers of contact persons in those communities.

COSTS

The Consultant shall submit an estimated cost summary to provide the services required to fully complete the Project. The cost information shall be submitted separately as detailed below.

PROPOSAL SUBMISSION

Two printed copies of required statements, responses, and supplementary information shall be mailed or hand-delivered as stated below. In addition to the single written response, a digital copy (consisting of the "Non-Pricing Information" only) in .pdf or .doc format on a CD-ROM or DVD shall be submitted as well.

Two submissions shall be made. One shall be marked:

"Non-Pricing Information
Master Plan Completion/Planning Services"

The other shall be in a sealed envelope marked:

"Pricing Information
Master Plan Completion/Planning Services"

The Pricing Information will be opened by the Planning Board after the selection/interview process has been completed.

TOWN'S REPRESENTATIVE

The Town's coordinator for this contract will be the Town Planner. Ms. Wason will be responsible for coordinating actions and for responding to all questions.

DUE DATE

One digital copy (consisting of the "Non-Pricing Information" only) in .pdf or .doc format on a CD and two hard copies of the proposal are required. Each proposal shall be limited to $\underline{\text{six } (6)}$ pages as detailed above, exclusive of information relative to a Consultant's qualifications and

past experience and cover letter, delivered on or before Tuesday, September 2, 2014, 2:00 p.m. to:

William G. Keegan, Jr., ICMA-CM Foxborough Town Hall 40 South Street Foxborough, MA 02035

Faxed and e-mail submissions will not be accepted. Delivery of submissions to any office or location other than the address indicated will not constitute receipt.

OWNERSHIP OF INFORMATION PROVIDED

All information provided by the Town and all material developed for this project shall be returned or delivered to the Town before final payment and will not be used by the Consultant for other purposes or released to others without permission of the Town.